



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

INSTRUCTIONS

STORAGE TANK TRAINING COURSE APPROVAL APPLICATION

GENERAL INFORMATION

APPLICATION PACKAGES

To expedite the processing of the applicant's request, the Department (DEP) asks that you use the most up-to-date application package available. This Training Course Approval Package, as well as other Department-wide or program specific permit application packages is available in Microsoft Word format. Most forms are also available as PDF files. You can download the Word document file to your personal computer, complete it electronically, and print it for submission to the Department. To obtain DEP application packages visit our web site, write or call:

**PA Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks
PO Box 8762
Harrisburg, PA 17105-8762

1-800-42-TANKS (in PA only)
717-772-5599**

For more information, visit
www.dep.state.pa.us keyword: Storage Tanks.

GENERAL INSTRUCTIONS

These instructions are designed to aid the applicant when completing the Training Course Approval Application Form. The information the Department needs to evaluate your request must be provided in the form of attachments to the application. The Department requests that you use 8 1/2 x 11 sized paper and that you print or type the applicant name, and identify the applicable section number in the top right-hand corner of the attachment.

File Copy & Submittal

Retain a copy of your application and all attachments for your records. Send the completed application materials to the address shown above. If you have any questions about the application please call the Customer Service number above and ask for the Certification Unit.

Evaluation & Approval

Each course will be evaluated for approval in accordance with the provisions of Chapter 245 §241.141 (relating to Training Approval). Final approval of the training course may, at the discretion of the Department, require a presentation of the training course to the Department by the applicant.

INSTRUCTIONS

SECTION I – APPLICATION TYPE

Initial – Select this Application Type if this is your first request for approval of this training course. If you or your company have been approved to conduct technical training for installer categories not related to this request, record your Client ID # on the application.

Amendment – Select this Application Type if you are changing information previously submitted to the Department. Changes must be reported within 14 days of the change. When amending information please record your Client ID# and your Course ID# on the application. You are required to amend your application when there are changes to...

- Applicant Information (Section II)
- Course Title (Section III)
- Instructor Information (Section IV)
- Course Outline (Section V)
- Test Description (Section VI)

Renewal – Select this Application Type if you are renewing a previously approved training course. In order for you to continue offering the course you must renew the approved course every 3 years. The Renewal Application must be complete, and include all attachments whether or not there are changes. Please record your Client and Course ID numbers on the application.

SECTION II – APPLICANT INFORMATION

Applicant Type Code – The Applicant Type Code is also referred to as the Client Type Code. Enter the code that represents the structure of your company.

<u>Government</u>		<u>Non-Government</u>	
AUTH	Authority	ASSOR	Association/Organization
CNTY	County	ESTST	Estate/Trust
FED	Federal Agency	INDIV	Individual
MUNI	Municipality	LLC	Limited Liability Company
OTHER	Other (Govt)	LLP	Limited Liability Partnership
SCHDL	School District	NPACO	Non-Pennsylvania Corporation
STATE	State Agency	OTHER	Other (Non-Govt)
		PACOR	Pennsylvania Corporation
		PARTG	Partnership – General
		PARTL	Partnership – Limited
		SOLEP	Sole Proprietorship

Federal Tax (EIN) or SSN – A Federal Tax ID or Employer Identification Number (EIN) is assigned by the IRS. The EIN is an important part of the application. It aids the Department when identifying clients and helps prevent duplicate data entry. It is required for “company” applicants. The individual client’s SSN is required for the same reason.

Name, Address, Phone Numbers – Provide the information requested. Type or print legibly.

SECTION III – COURSE INFORMATION

Official Course Title – Type or write the full name of this course.

Target Audience and Categories - Select the type of candidate that the training course targets.

For installer training, does this course fulfill the needs of those installers needing to meet the requirements for initial certification in a category, or will the course meet the requirements of those seeking to renew certification? Renewal courses may provide an update and overview of the referenced content versus the full training course needed for initial category certification. Indicate which certification category(ies) is/are applicable to the course. The complete category list and descriptions can be found in the Storage Tank Regulations at §245.110. Course content should closely match the industry standards and regulations referenced in the Department's study guides for the applicable certification category.

For operator training, does this course fulfill the needs of a Class A operator, Class B operator, or both? Training courses for Class A operators must confer a broad scope of knowledge, and training courses for Class B operators must provide more in-depth knowledge, on the subject areas addressed in Appendix A. Also refer to required training provisions at §245.436(c).

SECTION IV – INSTRUCTOR INFORMATION

Provide the information requested for each course instructor. For "professional background" include the instructor's education and experience. If you need additional space to list all of your course instructors, copy Section IV.

SECTION V – COURSE OUTLINE ATTACHMENTS

Provide each item of the course outline on an attachment to the application. In the top right-hand corner of the attachment write the applicant name and "Course Outline". You must include a current course outline even if you are renewing the course.

SECTION VI – TEST DESCRIPTION ATTACHMENTS

Provide each item of the test description on an attachment to the application. In the top right-hand corner of the attachment write the applicant name and "Test Description". You must include the current test description even if you are renewing the course.

SECTION VII – CERTIFICATION

The individual applicant, or an officer of a company requesting Pennsylvania Department of Environmental Protection approval and recognition of a category-specific Training Course must read and sign the certifying statement. Type or print the applicant's name (individual, or company officer authorized to sign the application), and then sign and date the application.

Facsimile or photocopied signatures will not be accepted, and the application will be returned to the sender without DEP action on the request for training course approval.

Appendix A

Required Training Subjects for Class A Operators

Class A operator training includes a general broad knowledge of underground storage tank (UST) system requirements and regulations. Training must provide information that should enable the Class A operator to make informed decisions regarding regulatory compliance and to ensure that appropriate persons are fulfilling operation, maintenance and recordkeeping requirements and standards of Chapter 245, including the following subject areas:

- Spill and overfill prevention
- Release detection and related reporting requirements
- Recordkeeping requirements
- Corrosion protection
- Emergency response
- Suspected or confirmed release investigation and related reporting
- Product and equipment compatibility
- Financial responsibility and related Underground Storage Tank Indemnification Program
- Notification and storage tank registration requirements, including DEP permitting
- Temporary and permanent tank system closure requirements
- Overview of Class B and Class C operator requirements

Required Training Subjects for Class B Operators

Class B operator training includes in-depth knowledge and understanding of the operation and maintenance aspects of underground storage tank (UST) systems and related regulatory requirements. Training must provide specific information on the components of UST systems, materials of construction, methods of release detection and release prevention applied to UST systems and components. Training must address operation and maintenance requirements of Chapter 245, including the following subject areas:

- Spill and overfill prevention
- Release detection, methods and related reporting requirements
- Corrosion protection and related testing
- Emergency response
- Product and equipment compatibility
- Reporting and recordkeeping requirements
- Manufacturer's equipment maintenance requirements
- Class C operator training requirements and instructions